



Policy Clarification 2021-10-01

Title: Witness Information When Signed With a Mark

Date: 10-27-2021

From: Erin Kelley, Senior Manager

Program(s) Impacted: All Medical Programs

The purpose of this document is to clarify Medical KEESM 1411.3 and KFMAM 1404 regarding the requirements when an applicant or their representative sign with a mark.

Per Medical KEESM 1411.3 and KFMAM 1404, if the applicant or their representative signs by a mark, the names and addresses of two witnesses are required. The names are gathered on the application.

The addresses may be provided on documentation with the application or already on file. When eligibility staff are able to verify that these addresses are already known to the agency, further verification is not required.

When the address of one or both witnesses are unknown to the agency, eligibility staff must follow the tiered verification process to verify this information. This means that if the information cannot be obtained by electronic data sources then staff must attempt to obtain it by collateral contact using Tier three verification prior to requesting this information from the individual.

If eligibility staff think the witnesses are employees of a facility, then they can call the facility to verify employment. If employment is confirmed, other address information isn't needed if the facility is on the active nursing facility list because eligibility staff already have access to an acceptable address for the witness. The address of the facility that they work at is sufficient.

If the addresses of the witnesses cannot be obtained via phone call, eligibility staff will request the information via written notification using the provided fragment in the standard text for copy and paste spreadsheet. The standard policy and procedures related to verification request apply including the 12 days to pend for a response.

In the situation that the address of one or both witnesses are not provided, the mark or X is treated as an invalid signature. Current policy and procedures outlined in PM2020-09-01, KEESM 1411.2 (6) and KFMAM 1403.06 shall be followed for invalid signatures.

For questions or concerns related to this document, please contact the KDHE Medical Policy Staff at kdhe.medicaideligibilitypolicy@ks.gov.

Erin Kelley	Senior Manager
Amanda Corneliusen	Family Medical Program Manager
Jessica Pearson	Elderly & Disabled Program Manager
Sara Reese	Elderly & Disabled Program Manager
Shawna Pilkington	Family Medical Program Manager

Questions regarding any KEES issues are directed to the KEES Help Desk at KEES.HelpDesk@ks.gov.